

LSDBE Strategic Partnership Program



Catalog of Courses
2007 - 2008



CLARK
CONSTRUCTION





To the LSDBE Strategic Partnership Program Participants:

On behalf of Clark Construction, it is our pleasure to welcome you to the 2007-2008 LSDBE Strategic Partnership Development Program. This program is a comprehensive initiative developed by Clark Construction to supplement the capabilities of local, small disadvantaged businesses in the Washington, DC area. The following pages contain a complete outline of the LSDBE program.

Program Highlights

The program will start with a full day orientation and class on Building Capacity for Sustainable High Performance taught by Leonard Greenhalgh, Professor of Management at the Tuck School of Business at Dartmouth College. The following ten months of interactive evening classes, covering *Financial Statements and Accounting*, *Insurance and Bonding*, *Architectural Blueprint Reading*, *Estimating*, and *Purchasing*, will enable participants to study the fundamentals of growing a business in today's competitive environment. In addition, monthly lunch time seminars will be facilitated by various community partners, along with a full day Project Management Fundamentals class taught by the Clark Construction Group. A new class has been added to this year's program. The Presentation Skills Workshop will provide participants with the skills to develop and deliver professional presentations. The program will culminate with a capstone team presentation to industry leaders. At the completion of the program you will receive a certificate and be recognized for completing the Clark Construction Group LSDBE Strategic Partnership Program.

You are an important business associate to Clark Construction and we share mutual goals of increasing the productivity and capabilities of our LSDBE Strategic Partners. We hope you take the opportunity to enroll in this program, and experience personal and professional growth that comes to you and your company as a result.

Sincerely,
Clark Construction Group, LLC

A handwritten signature in blue ink, appearing to read "William L. Talbert".

William L. Talbert
Chief Executive Officer
Mid Atlantic Region

A handwritten signature in blue ink, appearing to read "Wesley T. Stith".

Wesley T. Stith
Vice President

LSDBE Strategic Partnership Program

Catalog of Courses *2007-2008*

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Important Information

Contact Information

Contact: Clark Construction Group, LLC
7500 Old Georgetown Road
Bethesda, Maryland 20814-6196

Email: **Wesley.Stith@clarkconstruction.com**

Phone: Wesley Stith (301) 272-6884
Brooke Quinn (301) 272-8123
Jeanna Wallace (301) 272-8161

Fax: (301) 272-8414

Attendance

The LSDBE Strategic Partnership Program allows a maximum of three (3) absences. More than three (3) absences will result in dismissal from the program.

Cancellation Policy

If you cannot attend a class for which you are registered, please notify the instructor or one of the above Clark Construction contacts.

Attire for Classes

Unless otherwise specified, the appropriate attire for Clark courses is business casual. The training rooms are often cool; you may need a sweater or jacket.

Refreshments

Coffee and sodas are provided for each class.

Mobile Phones/Pagers

As a courtesy to other participants and to the instructors, the use of pagers, mobile phones and two-way radios is not permitted while class is in session. These devices should be turned off during class. You may retrieve messages and make phone calls during the scheduled breaks.



Directions to the Clark Building

The Clark Building

7500 Old Georgetown Road

Bethesda, Maryland 20814-6196

From the North

Take I-95 South to the Capital Beltway (I-495). Take the Beltway West to Old Georgetown Road (Exit 36). Take Old Georgetown Road South toward Bethesda. Drive approximately three miles until you reach Woodmont Avenue. Turn right onto Woodmont Avenue. Go one-half block and turn left into the Public Parking Garage just before the traffic light at Edgemoor Road. Walk out of the garage via the Old Georgetown Road exit. The Clark Building is on the corner of Edgemoor and Old Georgetown Road, 7500 Old Georgetown Road.

From the South

Take I-95 North to the Capital Beltway (I-495). Take the Beltway North. Stay on the Beltway to Old Georgetown Road (Exit 36). Take Old Georgetown Road South toward Bethesda. Drive approximately three miles until you reach Woodmont Avenue. Turn right onto Woodmont Avenue and follow the directions above.

From Washington, D.C.

Go North on Wisconsin Avenue. Turn left onto Old Georgetown Road. Turn left at the next light onto Edgemoor Road. Go one-half block and turn right into the Public Parking garage. Walk out of the garage via the Old Georgetown Road exit. The Clark Building is on the corner of Edgemoor and Old Georgetown Road, 7500 Old Georgetown Road.

Via Metro

Take the Metro's Red Line to the Bethesda Station. Exit the station and go up the first escalator. Take the second (smaller) escalator to the street level and proceed straight ahead into The Clark Building.



Program Overview and Requirements

The Clark Construction Group LSDBE Strategic Partnership Development Program is a 10-month program designed to supplement the capabilities of local, small disadvantaged businesses in the Washington, DC area. The program is structured in an interactive format with a focus on providing core construction management and business skills to program participants. Courses will be taught by local industry experts and will include interactive classroom learning, team projects and presentations.

The program will start with an orientation and full day session on Building Capacity for Sustainable High Performance taught by Leonard Greenhalgh, Professor of Management at the Tuck School of Business at Dartmouth College. The following ten months of interactive evening classes will enable participants to study the fundamentals of growing a business in today's competitive environment. Students will be expected to participate in classroom discussions and to meet with their team outside of the classroom to complete assignments. The program will culminate with a capstone team presentation to industry leaders. Upon completion of their last class, participants will have three weeks to prepare for the group presentation.

In addition to the formal classroom training, monthly lunch time seminars will be facilitated by various community partners and a full day *Project Management Fundamentals* course will be taught by the Clark Construction Group.

Program participants are required to complete all of the courses, attend at least six of the eight lunch time seminars and participate in the presentation of the capstone project. At the completion of the program you will receive a certificate and be recognized for completing the Clark Construction Group LSDBE Strategic Partnership Program in the Washington, DC area.



Course Curriculum

Instructors

Project Management Fundamentals - Clark Construction



Jack Adie
Project Executive



Robbie Roberts
Senior Project Manager

Financial Statements and Accounting

Craig L. Brogan, CPA
Schreiner Legge & Company



Mr. Brogan has over twelve years of experience working with construction contractors, principally in performing accounting, audit, tax, and management consulting services. Mr. Brogan has assisted numerous contractors with evaluating new accounting software. He works closely with several bonding agents and lenders who are familiar with the construction industry. He is a CPA licensed in the state of Maryland and is a member of the American Institute of Certified Public Accountants and the Maryland Association of Certified Public Accountants.

Insurance and Bonding

Dwight E. Crone, CPCU, Partner
McFarlin Insurance Agency, LLP



Mr. Crone has over twenty years of insurance and risk management experience and has been a partner at McFarlin Insurance Agency since 1992. Established in 1939, McFarlin Insurance Agency specializes in providing risk management services for firms in the construction industry. Mr. Crone has served as agency representative on insurers' producers councils and chaired the 1995 producer council for Selective Insurance Group. He received the CPCU (Chartered Property Casualty Underwriters) professional designation in 1992.

Architectural Blueprint Reading - Clark Construction



Myke Price
Vice President



Scott Lawson
Senior Project Manager



Harry Stevenson
Construction Executive

Estimating - Clark Construction



Todd Bagwell
Chief Estimator



Sam Milligan
Senior Estimator



Joe Pustis
Chief Estimator

Purchasing - Clark Construction



Wesley Stith
Vice President



Larry Stovicek
Senior Vice President

Presentation Skills Workshop - Clark Construction



Kwaku Gyabaah
Project Engineer

Financial Statements and Accounting

Course Description

This course will begin with the introduction of accounting for construction contracts and will cover job cost accounting, calculation of under and over billings, job profitability, billed retainage, backlog calculation, AIA documents and a sample chart of accounts. The next topic covered will be financial statements of contractors, which will include sample financial statements, overhead rates, labor burdens and company and industry ratios. Mr. Brogan will review bonding requirements as they relate to bonding capacity and the documentation typically required by bonding companies as well as lender requirements such as lines of credit, loan types, and loan collateral and documentation that is normally required by bankers. An overview of current accounting software for contractors will allow you to compare between industry-specific software and "off the shelf" software including QuickBooks. Various construction taxation topics will also be discussed.

Learning Objectives

Upon completion of this course, you will know:

- Accounting for construction contracts
- Financial statements of contractors
- Bonding requirements
- Lender requirements
- Accounting software for contractors
- Construction taxation topics

Delivery Method

Lecture/discussion, followed by application to the participant's own business.

Instructor

Craig L. Brogan, CPA
Schreiner Legge & Company

Dates/Times/Location

September 26 - November 7, 2007

Wednesdays 6 - 9 p.m.

16th Floor Training Facility, The Clark Building, Bethesda, Maryland

Contacts: Wesley Stith (301) 272-6884
Brooke Quinn (301) 272-8123
Jeanna Wallace (301) 272-8161

Insurance and Bonding

Course Description

There are many issues that are taken into consideration by surety companies when underwriting the credit worthiness of contractors. However, all of the evaluations can typically be lumped into three broad categories: Character, Capacity, Capital. These three headings are otherwise known as the three “C’s”. Character refers to the integrity of the owners of the business entity to be bonded. Capacity concentrates on the ability of the company to do the work to be bonded. Capital is concerned with the financial condition of the company to be bonded.

Over the span of eight weeks, this course will cover many issues related to both surety and insurance. You will be exposed to the type of information underwriters request when evaluating risk and why they ask for it. At the conclusion of the course, you will have a feel for the processes involved in surety and insurance underwriting and thereby have a better appreciation of the role both play in supporting the construction industry.

Learning Objectives

Upon completion of this course, you will know:

- AICPA guidelines for construction accounting
- The balance needed between the Principal (bonded contractor), bond company and obligee
- How to pick the right surety: T-Listing, licensed
- How to obtain relationship with a bank that has a proven construction-related track record
- How to obtain relationship with a contracting attorney
- Good employee practices
- How to secure strong vendor/supplier relationships
- Proper insurance programs for your company

Delivery Method

Lecture/discussion, followed by application to the participant’s own business.

Instructor

Dwight E. Crone, CPCU, Partner
McFarlin Insurance Agency, LLP

Dates/Times/Location

November 14, 2007 - January 9, 2008 (No class on November 21)

Wednesdays 6 - 9 p.m.

16th Floor Training Facility, The Clark Building, Bethesda, Maryland

Contacts: Wesley Stith (301) 272-6884
Brooke Quinn (301) 272-8123
Jeanna Wallace (301) 272-8161

Architectural Blueprint Reading

Course Description

This course will introduce you to construction documents, with emphasis on interpreting contract drawings. Topics include graphic information found on site plans, elevations, plan views, sectionals, and detail drawings used in both commercial and residential drawings.

Learning Objectives

Upon completion of this course, you will know:

- Basic components of blueprints
- Title blocks
- Line symbols
- Revision symbols

Delivery Method

Lecture/discussion, followed by application to the participant's own business.

Instructor

Myke Price, Clark Construction, Vice President

Scott Lawson, Clark Construction, Senior Project Manager

Harry Stevenson, Clark Construction, Construction Executive

Dates/Times/Location

January 16 - January 30, 2008

Wednesdays 6 - 9 p.m.

16th Floor Training Facility, The Clark Building, Bethesda, Maryland

Contacts:

Wesley Stith (301) 272-6884

Brooke Quinn (301) 272-8123

Jeanna Wallace (301) 272-8161

Estimating

Course Description

In this course, you will learn about the art of the bid and what happens in the bid room. This sets the groundwork for your project's execution strategy. You will also examine the types of bids prepared by Clark and ultimately, how we win our contracts. Estimating will provide you with a solid understanding of how a job is priced, the factors that contribute to the shaping of a bid, and how the basis of a job's project schedule is established by activities during the estimating phase. This course will also prepare you for your role as project manager in the bid room on bid day.

Learning Objectives

Upon completion of this course, you will know:

- What goes into the process of preparing an estimate, including how an estimator will quantify and assess risk
- The contribution of different team members to the bid
- Your role in contributing to the bid
- How research during the estimating process will affect your job's budget, schedule, and coordination

Delivery Method

Instructor-led. Course delivery involves discussion that draws from the instructor's proven field experience as well as a hands-on practice exercise on putting together a bid.

Special Instructions

Participants should bring a hand-held calculator with them to class.

Instructor

Todd Bagwell, Clark Construction, Chief Estimator
Sam Milligan, Clark Construction, Senior Estimator
Joe Pustis, Clark Construction, Chief Estimator

Dates/Times/Location

February 6 - February 27, 2008

Wednesdays 6 - 9 p.m.

16th Floor Training Facility, The Clark Building, Bethesda, Maryland

Contacts: Wesley Stith (301) 272-6884
Brooke Quinn (301) 272-8123
Jeanna Wallace (301) 272-8161

Purchasing

Course Description

This course will provide you with a very comprehensive understanding of the purchasing process and will prepare you for the research and scoping involved in making a complete purchase. This course will also address the ethical issues involved in purchasing, with emphasis on recognizing and handling situations in which the integrity of parties involved in the purchasing process may come into question.

Learning Objectives

Upon completion of this course, you will know:

- The five steps involved in the process of making a complete purchase
- How to research a subcontractor to obtain the necessary information for completing the purchase
- How to identify and analyze the critical issues involved in making a purchase
- How to determine an appropriate strategy to complete the purchase
- How to read an Exhibit B and know what the subcontractor's responsibility is
- How to identify any potential problems that may arise from coordination issues or fabrication times
- How to scope a portion of work and complete a Scope Summary Sheet
- Some basic negotiation techniques

Delivery Method

Instructor-led. Course delivery involves discussion that draws from the instructor's proven field experience as well as a hands-on practice exercise on putting together a bid.

Special Instructions

Participants should bring a hand-held calculator with them to class.

Instructor

Wesley Stith, Clark Construction, Vice President

Larry Stovicek, Clark Construction, Senior Vice President

Dates/Times/Location

March 5 - March 26, 2008

Wednesdays 6 - 9 p.m.

16th Floor Training Facility, The Clark Building, Bethesda, Maryland

Contacts: Wesley Stith (301) 272-6884
Brooke Quinn (301) 272-8123
Jeanna Wallace (301) 272-8161

Project Management Fundamentals

Course Description

This course will provide you with a solid overview of the project management function.

Learning Objectives

Upon completion of this course, you will know:

- The role of project management
- The activities involved in project management
- The tools used by project management
- The goals of project management

Delivery Method

Lecture/discussion, followed by application to the participant's own business.

Instructor

Jack Adie, Clark Construction, Project Executive

Robbie Roberts, Clark Construction, Senior Project Manager

Dates/Times/Location

April 2, 2008

8:00 a.m. - 5:00 p.m.

16th Floor Training Facility, The Clark Building, Bethesda, Maryland

Contacts:

Wesley Stith (301) 272-6884

Brooke Quinn (301) 272-8123

Jeanna Wallace (301) 272-8161

Presentation Skills Workshop

Course Description

This course will provide you with the skills to design and deliver presentations more efficiently. This course will also focus on building confidence to speak to a variety of audiences.

Learning Objectives

Upon completion of this course, you will know:

- How to plan for your presentations by analyzing your audience and clarifying your objective
- How to focus the content of your presentations on the information that the audience needs
- How to connect with your audience in the first few minutes of your presentation
- Techniques to close your presentations in a way that motivates the audience to take action
- Ways to use visuals to support the message
- Verbal and non-verbal techniques to deliver your message in a credible and professional style

Delivery Method

Lecture/discussion, followed by group participation.

Instructor

Kwaku Gyabaah, Clark Construction, Project Engineer

Dates/Times/Location

April 16, 2008

April 23, 2008

Wednesdays 6-9 p.m.

16th Floor Training Facility, The Clark Building, Bethesda, Maryland

Contacts: Wesley Stith (301) 272-6884
Brooke Quinn (301) 272-8123
Jeanna Wallace (301) 272-8161



Important Dates to Remember - 2007

September 13	Start of LSDBE Strategic Partnership Program Orientation and Tuck School of Business Seminar Dartmouth College 8:00 a.m. - 5:00 p.m.
September 26	Financial Statements and Accounting Begins Wednesdays, 6:00 p.m. - 9:00 p.m. (7 week session)
October 9	Lunch & Learn Session - 12:00 p.m. - 1:30p.m.
November 13	Lunch & Learn Session - 12:00 p.m. - 1:30 p.m.
November 14	Insurance and Bonding Begins Wednesdays, 6:00 p.m. - 9:00 p.m. (7 week session)
November 21	THANKSGIVING BREAK - No Class
December 11	Lunch & Learn Session - 12:00 p.m. - 1:30p.m.
December 26	HOLIDAY BREAK - No Class

Important Dates to Remember - 2008

January 2	Insurance and Bonding Continued Wednesdays, 6:00 - 9:00 p.m.
January 8	Lunch & Learn Session - 12:00 p.m. - 1:30 p.m.
January 16	Blueprint Reading Begins Wednesdays, 6:00 p.m. - 9:00 p.m. (3 week session)
February 6	Estimating Begins Wednesdays, 6:00 p.m. - 9:00 p.m. (4 week session)
February 12	Lunch & Learn Session - 12:00 p.m. - 1:30 p.m.
March 5	Purchasing Begins Wednesdays, 6:00 p.m. - 9:00 p.m. (4 week session)
March 11	Lunch & Learn Session - 12:00 p.m. - 1:30 p.m.
April 2	FULL DAY SESSION Project Management Fundamentals 8:00 a.m. - 5:00 p.m.
April 8	Lunch & Learn Session - 12:00 p.m. - 1:30 p.m.
April 9	Capstone Project Introduction 6:00 p.m. - 9:00 p.m.
April 16	Presentation Skills Workshop Begins Wednesdays, 6:00 p.m. - 9:00 p.m. (2 week session)
April 30	Capstone Preparation Begins Wednesdays and Thursdays, 6:00 p.m. - 9:00 p.m. (3 week session)
May 13	Lunch & Learn Session - 12:00 p.m. - 1:30 p.m.
May 21	Capstone Presentations 6:00 p.m. - 9:00 p.m.
June 4	Graduation and Awards Luncheon!



Clark Construction Group, LLC
7500 Old Georgetown Road
Bethesda, Maryland 20814-6196
www.clarkconstruction.com

When You Need to Know More Than Experience Can Teach